



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-04-47K
POSITION TITLE: Associate Administrator for Safety
ES-340
Salary Range: \$104,927 - \$145,600 per annum

POSITION LOCATION: Federal Railroad Administration
Office of Safety
Washington, D.C.

AREA OF CONSIDERATION: All Qualified Candidates

OPENING DATE: 06-25-2004
CLOSING DATE: 08-09-2004

NUMBER AND TYPE OF: One Full-Time Permanent Position
(Career-Reserved SES Position)

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Why Work For Us? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

Summary Of The Essential Job Functions As the Associate Administrator for Safety, you will be required to:

- Plan, develop and administer an effective and comprehensive agency program to achieve safe, responsible and effective safety practices and procedures within the railroad industry and its ancillary components.
- Serve as the principal advisor to the Administrator and Deputy Administrator for all aspects of railroad safety.
- Administer policies and programs that encourage broad constituency participation and promote responsiveness to their problems, concerns and needs pertinent to the FRA mission.
- Administer and support strategic initiatives developed by and for the Secretary of Transportation that impact the railroad industry, railroad safety and intermodal safety programs.
- Utilize safety subject matter experts to direct the investigation of railroad accidents in which there is a fatality, substantial property damage, a public interest or which involve a passenger train.
- Direct the establishment of criteria and procedures for the inspection, maintenance, correction, reports and certification of all locomotives, cars, track, signal systems, etc., subject to the rules regulations issued by FRA.
- Direct the enforcement of the Department's Hazardous Materials regulations in the rail mode.
- Direct the development and administration of safety programs related to operating rules and practices and the FRA's program for the prevention of alcohol and drug abuse in the rail industry.
- Direct the rail safety aspects of rail-highway grade crossing and trespasser prevention program
- Direct the development and implementation of new regulations and orders, including the conduct of cost/benefit analysis, regulatory flexibility analysis, and other regulatory evaluations, in conjunction with the FRA's Office of Chief Counsel.
- Direct the conduct of engineering analysis necessary to ascertain the safety of new technology; develop requests for research and development as necessary to support that analysis; and work with the FRA's Office of Railroad Development.

- Direct implementation of workforce planning policies to ensure maximum workforce efficiency, responsiveness, and productivity.
- Direct management operations to ensure highest degree of employee morale.
- Direct the review of proposed legislation to determine its impact on railroad safety issues.
- Direct and monitor all administrative, fiscal and operational activities of the Office of Safety, which includes a large headquarters and field staff. These activities include the Office of Safety internal resource allocation systems, workload projections, and the inspection coverage standards designed to optimize the work products of the field safety inspector force.
- Enhance the customer service and partnership relations between the FRA and the railroad industry, its ancillary components, organized labor, the United States Congress, other Federal organizations, state agencies and the general public.
- Implement equal employment opportunity and workforce diversity goals and objectives.
- As appropriate, ensures Office of Safety operations are consistent with the objectives of the President's Management Agenda.

What Are The Minimum Qualifications For This Position?

You must have progressively responsible administrative, supervisory, managerial, or professional experience in a situation that included responsibility for formulating, recommending, and initiating policies and programs of significant scope and complexity. The experience must have been sufficiently responsible to show clearly your ability to perform the duties of the position.

What Are The Required Knowledge, Skills And Abilities For This Job?

I. POSITION DEMANDS:

A. Technical/Professional/Program Requirements:

(Candidates must clearly demonstrate progressively responsible experience and possession of the following knowledge, skills and abilities:)

1. Ability to formulate agency program goals and objectives related to transportation safety, rules and regulations in order to enhance the safety culture, assure safety compliance and improve the safety record of railroad systems in the United States.
2. Comprehensive knowledge of current technological advances, economic and operating conditions, and policy trends that impact and relate to surface transportation systems, which will help support the FRA program goals and objectives.
3. Ability to critically and objectively review policy decisions within the framework of applicable laws, regulations and orders to maintain public trust and confidence in transportation safety programs which will enhance railroad safety compliance and program assurance.
4. Ability to influence a regulated community to comply with the law and to improve safety.

B. Executive Core Requirements:

(Candidates must clearly demonstrate progressively responsible experience and proficiency in **all** five executive core qualifications listed below.)

1. Leading Change: The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to

it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

2. Leading People: The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

3. Results Driven: Stresses accountability and continuous improvement. It involves the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

4. Business Acumen: The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

5. Building Coalitions/Communication: The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Other Special Job Requirements

- This is a Career-Reserved position in the Senior Executive Service (SES). As a condition of employment, the candidate selected will be required to enter the SES if not already a member. Unless the selectee is a member of the SES with career status or has successfully completed an SES Candidate Development Program, he/she will be required to have his/her managerial qualifications approved by the U.S. Office of Personnel Management.
- You must have a Top Secret security clearance or obtain one upon your employment in this position.
- If selected, you must pass a Drug Test prior to appointment unless you are presently employed in a DOT position that requires drug testing. You also will be subject to random drug testing while employed in this safety-sensitive position.
- New Career appointees to the SES will be required to serve a one-year probationary period.

How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?

Applicants will be evaluated on each of the Technical/Professional/Program Requirements and the Executive Core Requirements listed under Required Knowledge, Skills and Abilities enumerated above. The evaluation will be used to determine which applicants are best qualified. The applicant's total background, including experience, training and awards will be reviewed in determining the degree to which the candidate possesses each of the requirements. Interviews, qualification inquiries, and references may be required as part of the evaluation process.

What Employee Benefits Do We Provide? The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is a permanent position and you will be eligible for retirement, health

insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements by the closing date of the announcement.
- If you are selected or among the best qualified candidates for this position, you will be subject to a determination of your suitability for Federal employment.
- Before being hired you will be required to sign and verify the accuracy of the information in your application if you have not done so using an application form such as the OF 612.
- Travel and transportation expenses will be provided by the Federal Railroad Administration commensurate with applicable Federal regulations.
- The FRA has determined that seniority rights/reemployment rights and leaves of absence from railroads constitute an actual or an appearance of a conflict of interest. Therefore, if the individual selected for this position has reemployment rights with or a leave of absence from a railroad, she/he will be required to divest any reemployment rights or leave of absence held before the selection is finalized.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees and will be required to file a public financial disclosure report within 30 days of entry on duty.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.

How To Apply For This Position

- You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.”
- You must submit Narrative Statements that briefly enumerate your experience, training, and awards that relate to each of the Technical/Professional/Program and Executive Core Qualifications requirements. Please provide this information in the order the elements are presented above. The Narrative Statement provides you an opportunity to relate your background to the specific demands of the position. Failure to provide the specific information in the Narrative Statement may result in your receiving a lower rating in the evaluation process.
Additional information on developing the narrative statements for the Executive Core

Qualifications can be found in the U.S. Office of Personnel Management's brochure "Guide to Senior Executive Service Qualifications." The FRA Office of Human Resources has a limited supply and you may request a copy by calling 202/493-6112. The Guide also may be found on the Office of Personnel Management's website at www.opm.gov/ses/handbook.html.

Where To Send Your Application

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW, 6th Floor, Washington, DC 20590.
- You may fax your application to our fax number at 202/493-6169. We will not accept applications faxed from a Federal Government fax machine.
- ALL application forms and narrative statements must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

Questions?

Call Kristin Siegfried at 202/493-6127 or TDD 202/493-6487 or 6488, or email at ksiegfried@fra.dot.gov. You may also contact Teresa Overmier at 202/493-6116 or TDD 202/493-6487, or email at teresa.overmier@fra.dot.gov. Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

ALTERNATIVE FORMATS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcie.mullins@fra.dot.gov, on 202/493-6114 or at the TDD number 202/493-6487 or 6488.

REASONABLE ACCOMMODATION: If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.